

Intergovernmental Conference on an international legally binding instrument under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction (General Assembly resolution 72/249)

Registration information

Organizational session

New York, 16-18 April 2018

I. Introduction

1. Pursuant to resolution 72/249 of 24 December 2017, the Intergovernmental Conference convened, under the auspices of the United Nations, to consider the recommendations of the Preparatory Committee established by resolution 69/292 of 19 June 2015 on the elements and to elaborate the text of an international legally binding instrument under the United Nations Convention on the Law of Sea (UNCLOS) on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction, will hold an organizational meeting from 16 to 18 April 2018 at United Nations Headquarters in New York.

II. Participation

2. In accordance with resolution 72/249, the Conference shall be open to all States Members of the United Nations, members of the specialized agencies and parties to UNCLOS. Invitations to the organizational meeting were sent at the beginning of February 2018.

3. Others are entitled to participate in the Conference in the capacity of observer in accordance with resolution 72/249. Pursuant to that resolution, the following entities or organizations are entitled to participate as observers:

- Entities that have received a standing invitation to participate as observers in the work of the General Assembly pursuant to its relevant resolutions,
- Relevant specialized agencies, as well as other organs, organizations, funds and programmes of the United Nations system,
- Interested global and regional intergovernmental organizations and other interested international bodies that were invited to participate in any of the following conferences and summits:
 - the World Summit on Sustainable Development
 - the United Nations Conference on Sustainable Development

- the previous United Nations conferences on sustainable development of small island developing States, held in Barbados, Mauritius and Samoa
- the United Nations Conference on Straddling Fish Stocks and Highly Migratory Fish Stocks
- the Review Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks
- the United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development,
- Relevant non-governmental organizations in consultative status with the Economic and Social Council, as well as those that were accredited to the following conferences and summits:
 - the World Summit on Sustainable Development
 - the United Nations Conference on Sustainable Development
 - the previous United Nations conferences on sustainable development of small island developing States, held in Barbados, Mauritius and Samoa
 - the United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- The following associate members of regional commissions: American Samoa, Anguilla, Aruba, Bermuda, the British Virgin Islands, the Cayman Islands, the Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia, Guam, Montserrat, New Caledonia, Puerto Rico, Sint Maarten, the Turks and Caicos Islands and the United States Virgin Islands.

III. Credentials

4. The credentials of representatives and the names of members of States' delegations should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (room S-3604 or S-3639), if possible not less than one week before the opening date of the Organizational Meeting (9 April 2018). The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs. Copies of the credentials should also be transmitted

to the Protocol and Liaison Service (Fax: 212 963 1921 or email: unprotocol@un.org).

IV. Registration

States Members of the United Nations, members of the specialized agencies and parties to UNCLOS

5. Registration of official delegations of States Members of the United Nations, members of the specialized agencies and parties to UNCLOS will be carried out by the United Nations Protocol and Liaison Service.

6. To obtain UN grounds passes, permanent missions in New York may submit their requests via the online registration system “eAccreditation” at <http://delegate.un.int>. Information regarding the eAccreditation system can be found at <http://protocol.un.org>. Online requests for registration to the Organizational Meeting must be received by **Monday, 9 April 2018**.

7. Those which do not have a permanent mission or office in New York or have not enrolled in the eAccreditation system should follow the registration procedure below to obtain a UN grounds pass.

- i. Submit a letter to the Chief of Protocol (see details below), stamped and signed by the head of chancery or an authorized official, with the names and functional titles of the delegation attending the meeting. In addition, the letter must include a name and an email address of the focal point handling the request(s).

Mr. Peter Van Laere
Chief of Protocol
Protocol and Liaison Service
Att. Ms. Wai Tak Chua
Fax + 1 (212) 963 1921
Email: unprotocol@un.org

- ii. Complete an SG.6 form for each member of the delegation; (the SG.6 form can be found at <http://protocol.un.org>, under “Registration Process → Forms”)
- iii. Send both the letter and the SG.6 form to the Protocol and Liaison Service by fax to 1-212-963-1921 or by email to unprotocol@un.org.
- iv. Send a copy of the letter to the Division for Ocean Affairs and Law of the Sea (Att. Ms. Stephanie Ierino, email: stephanie.ierino@un.org, copied to doalos@un.org).

Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

8. The focal point will be notified of the registration approval(s) via email. A hard copy of that email must be presented by the participant together with a valid passport or government photo ID to the United Nations Pass and

Identification Unit (located on the ground floor of the FF Building, at 320 E. 45th Street) for the issuance of a UN grounds pass.

Organizations and other entities that have received a standing invitation from the General Assembly, interested intergovernmental organizations and other interested international bodies

9. Representatives of organizations and other entities that have received a standing invitation from the General Assembly pursuant to its relevant resolutions to participate, in the capacity of observer, in its sessions and work, and representatives of interested global and regional intergovernmental organizations and other interested international bodies that were invited to participate in relevant conferences and summits (see resolution 72/249, para.12) will be carried out by the United Nations Protocol and Liaison Service. Those who have an office in New York or have already enrolled in the eAccreditation system, may follow the same procedure as States Members specified in paragraph 6. Online requests for registration to the Organizational Meeting must be received by **Monday, 9 April 2018**.

10. Those who do not have an office in New York or have not enrolled in the eAccreditation system are required to follow the registration procedure outlined in paragraphs 7 and 8 above for issuance of a UN grounds pass, except that the letter to the Chief of Protocol must be stamped and signed by the head of the organization. Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

Specialized agencies and related organizations of the United Nations system

11. Representatives of specialized agencies and related organizations are required to follow the registration procedure outlined in paragraph 6 above for issuance of a UN grounds pass. Online requests for registration to the Organizational Meeting must be received by **Monday, 9 April 2018**.

Other organs, organizations, funds and programmes of the United Nations system

12. Representatives of other relevant United Nations system organs, organizations, funds and programmes without a valid UN grounds pass issued in New York, may gain access to UNHQ by presenting a valid UN Laissez-Passer at the visitor entrance at 46th Street or staff entrance at 42nd Street.

13. Registration will require a formal letter signed by entity's Principal or designated official listing the member(s) of the delegation to be sent to:

Division for Ocean Affairs and the Law of the Sea
Secretariat of the Conference
Att. Ms. Stephanie Ierino
Email: stephanie.ierino@un.org, copied to doalos@un.org

Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

Associate Members of Regional Commissions

14. Representatives of associate members of regional commissions are required to follow the registration procedure outlined in paragraphs 7 and 8 above for issuance of a UN grounds pass. Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

Non-Governmental Organizations

15. Representatives of eligible non-governmental organizations (NGOs) intending to participate in the organizational meeting in New York, 16-18 April 2018, may register either by letter to the Secretariat, or through the Indico portal.

Registration by letter

16. NGOs wishing to register by letter should send a formal letter, signed by the principal or chief administrative officer of the organization to:

Division for Ocean Affairs and the Law of the Sea
Secretariat of the Conference
Att. Ms. Lika Diouf
Email: lika.diouf@un.org, copied to doalos@un.org

The letter should list all the members of the delegation, include the full name of the participants (exactly as in passport), and their prefix (Mr./Ms./Mx.). Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

17. NGOs registering through this procedure will be notified of registration approval(s) via email by the Secretariat.

Registration through the Indico portal

18. Representatives of NGOs wishing to register through the Indico portal may do so by creating an account at <https://reg.unog.ch/> and registering for the conference at <https://reg.unog.ch/event/23972/>.

19. The user guide for the Indico portal can be found at https://reg.unog.ch/ihelp/pdf/unog/UNOGIndico_Participants_UserGuide.pdf.

20. For representatives of NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC), the approval process will take place through each NGO's designated conference focal point.

21. Representatives of NGOs not in consultative status with ECOSOC must attach to their registration form in Indico a formal letter, signed by the principal or chief administrative officer of the organization following the specifications in paragraph 16 above.

22. Requests for registration to the Organizational Meeting following this procedure must be received by **Monday, 2 April 2018**.

23. NGOs registering through Indico will be notified of registration approval via an automatic email from the system.

Issuance of UN grounds passes and temporary passes

24. All participants need to be in possession of a valid UN grounds pass issued by the United Nations Pass and Identification Unit. Representatives of NGOs in consultative status with the Economic and Social Council with valid annual United Nations grounds passes can use their existing passes to enter the United Nations premises and attend the Conference.

25. Eligible and approved NGO representatives without a valid United Nations grounds pass will be issued a temporary Conference grounds pass by the UN Pass and Identification Unit (located on the ground floor of the FF Building, at 320 E. 45th Street). To collect a grounds pass, you must bring the confirmation email from the Secretariat approving your participation and valid government-issued photographic identification (i.e., passport, driver's license).

V. List of participants

26. The Conference Secretariat will compile a list of participants and make it available on the Conference website.

27. Representatives of States Members of the United Nations, members of the specialized agencies and parties to the United Nations Convention on the Law of the Sea, and representatives of observers participating in the Conference with a permanent mission or office in New York and which have enrolled in the eAccreditation system are kindly requested to communicate the composition of their delegations to the Secretariat through the e-deleGATE electronic portal (<https://delegate.un.int>). Technical queries or difficulties in relation to the Conference e-List of participants can be directed to the Help Desk of the Department for General Assembly and Conference Management (Phone: 212 963 5033 or e-mail: help-desk@un.org).

28. Those which do not have a permanent mission or office in New York or have not enrolled in the eAccreditation system are kindly requested to communicate the composition of their delegations to the Secretariat, the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, Att. Ms. Roxanne Lord at lordr@un.org, copied to doalos@un.org.